

Message Text

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ACTION MMO-02

INFO OCT-01 SS-15 PER-01 ISO-00 ARA-06 /025 W

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R 022200Z JAN 76

FM AMEMBASSY CARACAS

TO SECSTATE WASHDC 1821

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STADIS////////////////////////////////

E. O. 11652: N/A

TAGS: AMGT, VE, OGEN

SUBJECT: CARACAS EMBASSY REORGANIZATION: STATUS REPORT

REF: STATE 015727

1. FOLLOWING THREE DAYS OF CONSULTATION BY M AND DG REPRESENTATIVES (REFTEL), PROGRAM OUTLINED BELOW IS SUBMITTED FOR INFORMATION OF M, ARA AND DG/PER. DEPARTMENT WILL RECALL THAT IN RESPONSE TO REQUEST TO ARA POSTS FROM M AND ARA FOR SUGGESTIONS ON INNOVATIVE APPROACHES TO EMBASSY ORGANIZATION, STAFFING AND OPERATIONS (CLEAN SLATE), CARACAS PROPOSED PILOT REORGANIZATION EFFORT. PRINCIPAL PURPOSE OF THIS PROJECT IS TO CONCENTRATE AVAILABLE MISSION RESOURCES ON HIGHEST PRIORITY ASPECTS OF U.S.-VENEZUELAN RELATIONS.

2. PROGRAM OUTLINED BELOW IS TENTATIVE TIMETABLE OF NECESSARY FIRST TIME STEPS TOWARD IMPLEMENTATION. SCHEDULE ESTABLISHES GENERAL PRIORITIES, REFLECTS ARRIVAL OF VENEZUELA S/IG INSPECTION TEAM FEBRUARY 2 AND OTHER UPCOMING COMMITMENTS.

3. CARACAS EMBASSY REORGANIZATION - ACTION PLAN

RESPTNSIBLE

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OFFICE DATE ACTION REQUIRED

EMB 2/10 ORGANIZATION CHART: SHOW NEW POSITIONS
AND FUNCTIONAL ROLES OF EACH NEW UNIT.
THE CHART SHOULD ALSO SHOW INTER-
RELATIONSHIPS. POUCH COPIES TO
ARA/MGT AND M/MO.

EMB /2/10 REPROGRAMMING INFORMATION:

REQUEST RECLASSIFICATION OF THOSE
EXISTING JOBS WHICH WILL BECOME KEY
NEW POSITIONS. PROVIDE PRESENT TITLE,
POSITION NUMBER, AND NAME OF INCUMBENT.
DESCRIBE PROFESSIONAL QUALIFICATIONS
REQUIRED OF NEW OFFICER, PROPOSED POSITION
LEVEL, AND PROPOSED TITLE. CABLE, SLUGGED
"FOR ARA/MGT DG/PER AND M/MO".

EMB 3/1 ADMINISTRATIVE SUPPORT AND COST ANALYSIS,
INCLUDING RECOMMENDED SPACE REALLOCATIONS.
(N.B.: MORE THAN MINOR ALTERATIONS
WILL REQUIRE FBO AUTHORIZATION.) CABLE,
SLUGGED "FOR ARA/MGT AND M/MO".

EMB 3/1 TITLES: STEP 1: EMBASSY SHOULD REQUEST
DEPARTMENT'S APPROVAL OF NEW TITLES FOR
COUNSELORS. APPROPRIATE NEW TITLES
SHOULD BE PROPOSED FOR SUBORDINATE
POSITIONS IN EACH UNIT. CABLE, SLUGGED
"FOR DG/PER, ARA/MGT AND M/MO".

ARA 3/10 STEP 2: FOLLOW UP IN DEPARTMENT.
M/MO

EMB 3/1 USIS PERSONNEL INTEGRATION PLAN.
ARA
M/MO STEP 1: INFORMAL CONSULTATION WITH
DEPARTMENT ON BEST MEANS OF PRESENTING
IDEA OF CLOSE STATE-USIS INTEGRATION TO
SENIOR USIA OFFICIALS.

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STEP 2: SUBSEQUENT PRESENTATION TO
USIA MIGHT MAKE REFERENCE TO FACT THAT
DEPARTMENT ENDORSES CARACAS PILOT PROJECT
IN EMBASSY REORGANIZATION AIMED AT MEETING
SPECIFIC NEEDS OF U.S.-VENEZUELAN RELATIONS.
IT SHOULD ALSO BE MADE CLEAR THAT RE-
ORGANIZATION AND INTEGRATION OF CERTAIN

USIA OFFICERS IN EMBASSY SECTIONS WILL NOT AFFECT SEPARATE IDENTITY OF USIS/ CARACAS, ALTHOUGH SEVERAL USIS OFFICERS WOULD BE PHYSICALLY LOCATED (AT LEAST PART TIME) IN EMBASSY SECTIONS.

STEP 3: FOLLOW-UP BY DEPARTMENT.

ARA 3/1 (BEGINE UNDERLINE) REVIEW OF REPORTING,
REP INCLUDING CERP, TO REDUCE LOW PRIORITY
M/MO ITEMS. (END UNDERLINE). EMBASSY SHOULD
FURTHER REVIEW RECOMMENDATIONS FOR REDUCTION IN REPORTING, KEEPING IN MIND OTHER AGENCIES' SENSITIVITIES AND INTERESTS. THEN CABLE RECOMMENDATIONS TO DEPARTMENT (STADIS), ASKING FOR APPROPRIATE STUDY AND ACTION, GIVEN DECISION TO CONCENTRATE EMBASSY RESOURCES ON HIGH PRIORITY FUNCTIONAL ISSUES.

EMBASSY REQUEST SHOULD INCLUDE COST IN MAN HOURS OF EACH REPORT (OFFICER AND SECRETARY); ALTERNATE MEANS OF MEETING LESS ESSENTIAL BUT STILL-NEEDED REPORTING REQUIREMENTS, AND ANY OTHER SUPPORTING JUSTIFICATION.

EMB 3/15 IMPROVED HANDLING OF VISITORS.
COMMERCE
AMBASSADOR TO CABLE APPROPRIATE HIGH-LEVEL COMMERCE OFFICIAL (OR EB OR ARA) REQUESTING SOME CONTROL OF SEMI-OFFICIAL COMMERCE-SPONSORED TRADE VISITORS WITH LITTLE POTENTIAL. INCLUDE REFERENCE TO M SUPPORT
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FOR REORGANIZATION PROGRAM.

ARA 3/15 FOLLOWING EMBASSY RECOMMENDATION BUREAU
EMB SHOULD CLEAR OFF ON VISITS, URGE SELECTION, AND AS APPROPRIATE REDUCE UNJUSTIFIED EXPECTATIONS OF EMBASSY ASSISTANCE.

M/MO 3/15 DEPARTMENT SHOULD LOOK INTO DEVELOPING SOP ON VISITORS.

EMB 7/1 REVIEW PROGRESS ON REORGANIZATION TO
ARA DATE. POSSIBLY UNDERTAKE STUDY FOR
M/MO CONSOLIDATION OF ADMINISTRATIVE SUPPORT.
SHLAUDEMAN

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